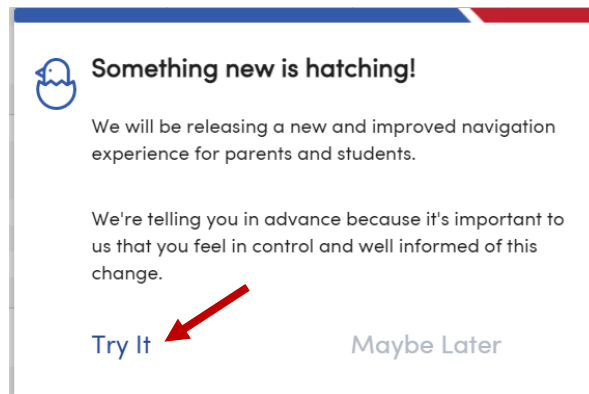


San Dieguito Union High School District  
**Annual Residency Verification**

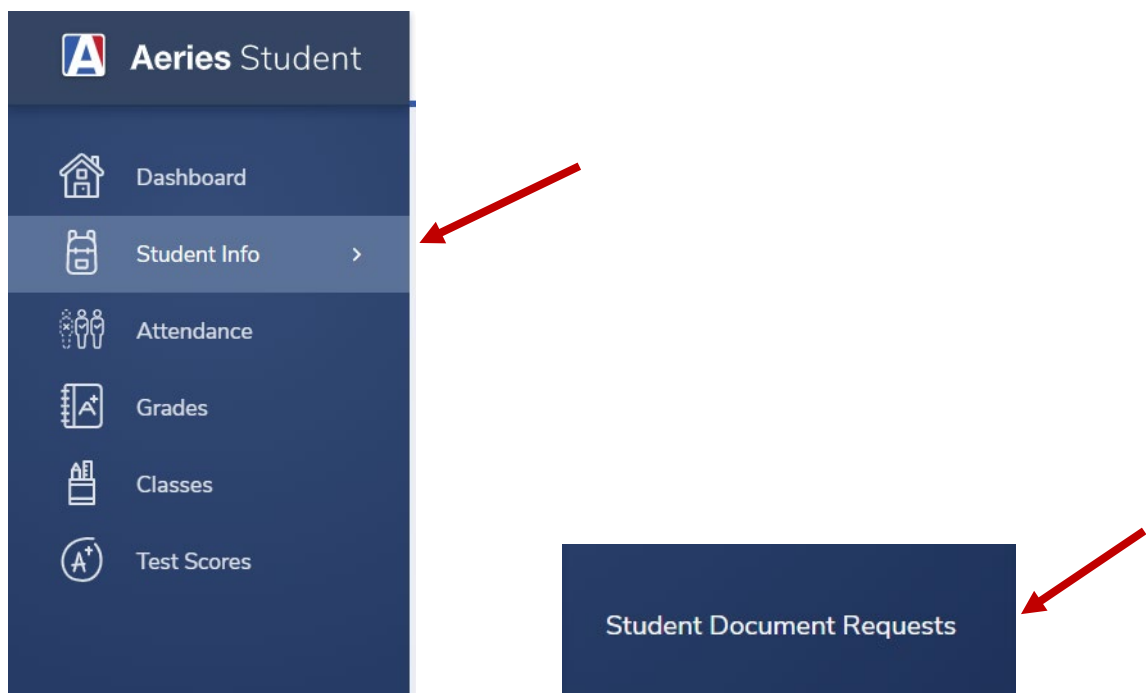
## **Aeries Student Document Requests Tutorial for Parents**

- *Parents may submit Annual Residency Verification documents electronically using their parent portal.*
- *Each uploaded document will remain in a PENDING status until APPROVED by the school.*
- *If the school has questions or needs further details, they will contact you.*
- *Please allow time for staff to electronically review documents for approval.*
- *If you need further assistance, contact the school.*

Aeries Mobile App Users will need to proceed to the **Full Site** version to use this electronic process. The following instructions reflect the **NEW parent portal navigation platform**. If you have not yet upgraded, you may do so by selecting **Try It** when the following pop-up window appears during your login.



1. **Login** to your parent portal account
2. Select the **Student Info** tab
3. Scroll down and select **the Student Document Requests** tab



#### 4. Review and follow the **Requested Documents** details and instructions to efficiently submit annual residency verification.

**Requested Documents**

The 2021-2022 Annual Residency Verification process, for all students planning to return to the District for the 2021-2022 school year, begins February 1, 2021 and ends March 26, 2021. Please upload the (3) documents listed below to complete the verification process. **NOTE:** If you have more than one student CURRENTLY ENROLLED in the District, who will be returning next year, please complete one affidavit per family listing all students and upload all three documents for one student only.

If you have questions or need additional assistance, please contact the student's school.

**Annual Residency Verification Documents**

- 2021-2022 Annual Residency Verification Affidavit; print, complete, sign & date, save to device and upload
- Acceptable San Diego Gas & Electric document as listed in CATEGORY 1 within the affidavit; save to device and upload
- Acceptable proof of residence document as listed in CATEGORY 2 within the affidavit; save to device and upload

The 2021-2022 Annual Residency Verification Affidavit can also be found on the [Annual Residency Verification](#) page of the District website.

**2021-2022 Annual Residency Verification Affidavit**

Please upload a jpg or .pdf image of a completed and signed/dated 2021-2022 Annual Residency Verification Affidavit.

Files

Select documents...

**Gas & Electric Verification**

Please upload a jpg or .pdf image of a San Diego Gas & Electric document as listed in CATEGORY 1 within the District's Annual Residency Verification Affidavit.

Files

Select documents...

**Other Residency Verification Document**

Please upload a jpg or .pdf image of any one document as listed in CATEGORY 2 within the District's Annual Residency Verification Affidavit.

Files

#### 5. Each uploaded document will remain in a PENDING status until APPROVED by the school. If the school has questions or needs further details, they will be in contact with you. Please allow time for staff to electronically review documents for approval. If you need further assistance, contact the school.